

PRIVACY POLICY

Policy Statement

All staff of Kurnai College are required by law to protect the personal and health information the College collects and holds. The Victorian Privacy laws - the *Privacy and Data Protection Act 2014 (Victoria)* and *Health Records Act 2001*, provides for the protection of personal and health information. The privacy laws do not replace any existing obligations Kurnai College has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

Our College will:

- Comply with our statutory obligations.
- Comply with laws that impose specific obligations regarding the handling of personal information.
- Maintain stringent privacy controls over all staff, parent and student information.

Implementation:

Collection of Personal Information

- The College collects and holds personal information about students, parents and staff.
- The College will only collect information that is lawful and necessary.
- The College will inform students, parents and staff the purpose for which any information is being collected.

Use -The purposes for which the school uses personal information of students and parents include:

- Keeping parents informed about matters related to their child's schooling.
- Looking after students' educational, social and health needs.
- Celebrating the efforts and achievements of students.
- Day-to-day administration.
- Satisfying the school's legal obligations.
- Allowing the school to discharge its duty of care.

The purposes for which the school uses personal information of staff include:

- Assessing suitability for employment.
- Administering the individual's employment or contract.
- For insurance purposes, such as public liability or WorkCover.
- Satisfying the school's legal requirements.
- Investigating incidents or defending legal claims about the school, its services or staff.

Disclosure

The school will use and disclose personal information about a student, parent and staff when:

- It is required for general administration duties and statutory functions.
- It relates to the purposes for which it was collected.
- For a purpose that is directly related to the reason the information was collected and the use would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.

The school can disclose personal information for another purpose when:

- The person consents, or
- It is necessary to lessen or prevent a serious or imminent threat to life, health or safety, or
- Is required by law or for law enforcement purposes.
- Where consent for the use and disclosure of personal information is required, the school will seek consent from the appropriate person. In the case of a student's personal information, the school will seek the consent from the student and/or parent depending on the circumstances and the student's mental ability and maturity to understand the consequences of the proposed use and disclosure.

Accessing Personal Information

- A parent, student or staff member may seek access to their personal information, provided by them, that is held by the school.
- In most circumstances the student can access records about them that are held by the College. However in some cases access to certain information, such as information provided by someone else, may require a Freedom of Information request.

Updating Personal Information

- The College aims to keep personal information it holds accurate, complete and up-to-date. A person may update their personal information by contacting their campus office or via DET and the College secure online platforms.

Security and Storage

- All staff, parent and student information will be stored in a securer manner with access limited to approved staff.
- Staff, parent and student information stored electronically will be in line with DET acceptable use policy for Internet, email and other electronic communications and DET security policy.

Complaints

- Should the school receive a complaint about personal information privacy this will be investigated in accordance with the DET's privacy complaints handling policy.

Disposal

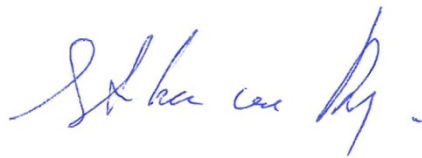
- The disposal of private information relating to finance/student records/staff files/minutes of meetings, etc, will be in compliance with DET's Records Disposal Schedule. The College will ensure all confidential information is shredded when no longer required.

Links:

www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/ictsecurity.aspx
www.eduweb.vic.gov.au/edulibrary/public/govrel/Policy/privacy-pol.pdf
www.education.vic.gov.au/Pages/privacy.aspx

Evaluation:

This policy will be reviewed as part of the College's four-year review cycle or sooner if changes to law or technology require it.

Date Implemented	Week 3 – Term 2 – 2014
Approval Authority (Signature and date)	 24/05/16
Dates Reviewed	Week 7 – Term 4 – 2014 Week 7 – Term 2 - 2016
Responsible for Review	College Principal
Next Review Date	Week 7 – Term 2 - 2020